



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

December 20, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-40

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Printing and distributing Forms W-2

Original W-2s for 1999 will be printed and should be distributed the week of December 27, 1999. This distribution will not include the duplicate W-2s. Duplicate W-2s will be forwarded to agencies by January 14, 2000.

If the W-2s are not received by January 14, 2000, agencies should immediately contact the UPS Help Desk at (225) 342-8928 to ensure that W-2s can be reproduced in a timely manner.

The 941 packet should be mailed from OSUP by December 30, 1999. The W-2s should not be released to employees until the agency has completed the 941/W-2 reconciliation and forwarded a copy of Form 941, Schedule B, and L3 to OSUP. These must be received by this office no later than **January 12, 2000**. OSUP will review this information and notify the agency of the approval to mail Form 941 and Schedule B, and L3 at least by January 26, 2000.

If you have any problems or questions about the receipt of W-2s, please call the UPS Help Desk. Questions pertaining to the 941 packet should be directed to the Help Desk at (225) 342-8928 or one of the following members of the User Services Unit: (225)

Lawanna Green	342-5345	Karen Antoine	342-5354
Paula Rotolo	342-5357	Debra Causey	342-5377

RSM:CS:kmb